

**ECA ALUMNI GRANTS PROGRAM  
PUBLIC AFFAIRS SECTION  
U.S. Embassy Bishkek  
Kyrgyz Republic**

**APPLICATION FORM**

*Grant proposals must include all of the information requested below, and should not exceed 5 pages. Proposals will not be considered unless all required information is received. First draft for review can be submitted in Russian, the final version should be written in English. Supporting documents may be in Russian.*

**1. Grant recipient:**

- a) Names the initiative group/NGO
- b) Contact address, phone/fax number and e-mail address
- c) Name and home address of Project Manager:
- d) Bank Account Information (\$/soms)

**2. Background on the initiative group/NGO:**

No more than 3 paragraphs

- a) Primary goals
- b) Previous grants received
- c) How the NGO is funded
- d) An example of a recent successful project.

**3. Program Description**

No more than 1 page

**a) Statement of Objectives:**

- Describe project goal(s);
- How it (they) will be achieved;
- Provide detailed description of program activities/events;
- Work Plan should be attached.

**b) Project Justification:**

- Why did you decide to apply to the U.S. Gov. to support your project?
- How will this project benefit for the Kyrgyz Republic?
- Describe the target audience: age groups, occupation, number of program participants?
- How will you measure the success or future of your project?

**c) Program Duration**

**4. Budget**

No more than 2 pages

**a) Amount requested (in USD);**

**b) Itemized cost breakdown (see sample on page 4);**

## **APPLICATION FORM GUIDELINES**

### **PROPOSAL FORMAT:**

- First draft proposal can be submitted in Russian, but the final version should be written in English.
- Proposal should not exceed 5 typed pages in font 12.
- Applicants should attach copies of resumes for the key personnel.
- Proposals should list any previous grants received in a form of attachment (date, amount, purpose) as well as any other funding sources.
- A copy of the registration papers of the organization should be attached.
- If you are not an NGO, please attach a letter from an organization supporting your efforts.

### **NARRATIVE PART:**

Key questions to address in your proposal are:

- **WHO** (name of NGO, list of the names of the initiative group and its partners if appropriate),
- **WHAT** (planned activities),
- **WHEN** (program dates),
- **WHY** (the issue, target group and region(s)),
- **HOW** (what resources are available and which are requested),
- **FOR WHOM** (target audience),
- **AT WHAT COST** (budget and name of organization to which you submitted this grant (co-sponsoring is strongly encouraged)),
- **WHAT ARE THE RESULTS** (planned successful results and sustainability).

This includes:

- *Justification* should explain why you decided to apply to the U.S. Government for funding of this particular project; why a proposed project is important, who will be affected by this project, what difference it makes for the Kyrgyz Republic. Also, please explain what criteria you will use to measure the success or future of your project. *(May also attach letters of endorsement attesting to the seriousness of the proposal.)*
- *Sustainability* - if the project is intended to continue after the funding ends, the proposal must explain how the organization will fund the activity in the future.
- Proposals for publication of materials should describe the intended audience, content, and how materials will be distributed, and will normally be considered only if the language of the material is *Russian, Kyrgyz or English*. If U.S. Government funds are used to fund publication, the grant must include language granting copyright to the U.S. Government, or recognizing that the U.S. Government will have unlimited rights to reprint or distribute the material if it chooses.

### **PROJECT TIME-FRAME:**

Project dates cannot exceed **one year**.

### **PROJECT SCALE:**

Small-scale projects should not exceed - \$1,000. Large-scale projects can be up to \$5,000. If the scale of the project exceeds the limits, please consult with grant administrators.

## BUDGET:

*Program budget should be presented in a table format and should contain detailed descriptions of all budget items. Budget items should be concrete and linked to the narrative. For example if books are planned to be purchased for the project, a list of the books should also be attached.*

*All project expenses should be calculated in advance and be realistic. Budget items, once approved, may not be substituted without approval from the Public Affairs Section. Budget items may be adjusted 10% percent up or down within each item, but the overall total cannot be adjusted.*

#	Name of Budget Item	Detailed Description	Amount requested from PAS	Applicant Contribution	Other Source(s) of Funding (specify)	Total
1.	<i>Travel expenses:</i>					
	Osh-Bishkek-Osh	\$*number of people=total sum				
2.	<i>Round Table:</i>					
	Accommodation for presenters	# days x cost/person/day x #participants				
	Publication of the Manual:	(hard/paper cover, color/black & white, format) #pages x cost/page x total circulation				

## TOTAL:

- Funding should not duplicate on-going activities but could supplement such initiatives.
- Public Affairs Section encourages applicants to seek funding from other donors and to offer some type of **cost-sharing** (volunteer time, space, equipment etc.)
- **Rent of office, utility fees, and salaries** are discouraged because organizations with long-term viability are expected to have other sources of income to meet operational expenses. **Honoraria** to experts or trainers in reasonable amounts can be paid for the portion of their time devoted to the work in this project. Compensation levels should be no higher than other local salaries, and should include the amount of income tax and social deductions.
- The grant funds should not be used for **food expenses**. However, if a coffee-break is an integral part of the overall project, and funding is not available from other sources, these costs may be covered but should be limited to a maximum of 10% of the total award amount, and should not include alcoholic beverages.
- **Transportation costs** should be limited to “economy class” travel.
- The use of "**miscellaneous expenses**" or any similar term as a budget item is unacceptable.
- **Bank charges** should be pre-calculated and included in the budget.

**For additional questions and submitting of the filled out application contact –**

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